Collin College – Continuing Education
Nurse Aide, Health Unit Coordinator & Activity Director Training
Information Session
Nurse Aide Training

• State Certification – Certified Nurse’s Aide (CNA)

• Texas Department of Aging and Disability Services (DADS)
  http://www.dads.state.tx.us/providers/NF/credentialing/nar/
Nurse Aide

Types of Work Environments

- Long term care facilities
- Assisted Living
- Hospitals
- Rehabilitation centers
- Home health agencies
Nurse Aide
Duties and Responsibilities

• First line of care for patients/residents
  • Blood pressure/pulse/temperature
  • Bathing, dressing & feeding
  • Observe physical, mental and emotional conditions
Nurse Aide Training

Training:

- 75 hours (51 classroom + 24 clinical)
  - Hospital Lab at Courtyard Center Campus
  - Clinical at local long term care facility
  - Prepares students for the state exam
Nurse Aide Training
Special Requirements

- **Scrubs**
  - Students must get fitted for scrubs at least 10 days prior to class
  - Uniform World in Plano
  - Chocolate Brown scrubs

- **Requirements for State Testing Application**
  - Valid driver’s license (or Texas ID)
  - Social Security Card

- **Basic Life Support (CPR) for Healthcare Providers**
  - Must be completed prior to starting class
  - Collin offers monthly classes
Nurse Aide Classroom Training

- Classroom Training
  - Introduction to Long-Term Care
  - Healthcare Communication
  - Patient Safety/Body Mechanics
  - Implementing Patient Care
  - Vital Signs
  - Restorative Health Practices
Clinical Training

- Students must successfully complete the classroom portion of the training in order to attend clinical training
- Direct Patient Care with REAL PEOPLE!!
- Practicing skills to ensure competency for exam
- SAFETY FIRST!!
Nurse Aide State Testing

- Instructor schedules test through DADS
  - Practical
    - Each student will complete 5 skills
      - Hand washing
      - Communication
      - 3 randomly assigned skills
  - Written
    - Successfully complete practical first
    - 70 multiple choice questions
• February/March 2012
  • Weekend classes
    • Classroom Training (Saturday, February 4 – 26, 2012)
      • Saturdays 8:30 am – 5:30 pm
      • Sundays 12 noon – 5 pm

• Clinical Practice
  • March 4, 5, 6, - 2012
  • Saturday, Sunday, Monday
  • 7:00am – 3:30pm
Nurse Aide
Spring 2012 Class Offering – Option II

- April/May 2012
  - Evening classes
    - Classroom Training
      - Monday, April 23 – Wednesday, May 16, 2012
      - 6:00 – 10:00 pm
  - Clinical Practice
    - May 19, 20, 21 - 2012
    - Saturday, Sunday, Monday
    - 7:00 am – 3:30 pm
Health Unit Coordinator Training
Health Unit Coordinator Training

- 128 hour classroom
- 80 hour clinical internship
  - Learn the skills needed to become a vital member of the patient care team.
  - Certification available through the National Association of Health Unit Coordinators, Inc.
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What’s in a name?

• Several acceptable job titles used:
  • Unit Clerk
  • Unit Secretary
  • Health Unit Coordinator
  • Unit Assistant
Health Unit Coordinator Responsibilities to Visitors

• Finds and advises visitors of patient location

• Provides information on location of bathrooms, visitors’ lounge, cafeteria, etc.

• Informs visitors of visitation rules and any special precautions regarding their visit to a patient’s room

• Receives telephone calls from patients’ relatives or friends

• Is often the first to handle visitor complaints
Health Unit Coordinator
Responsibilities to Nursing Staff

• Communicates all new doctors’ orders to the patient’s nurse

• Maintains the patient’s chart

• Performs the non-clinical tasks for admission, discharge, and transfer of patients

• Prepares the patient’s chart for surgery

• Handles all telephone communication for nursing unit
Health Unit Coordinator
Responsibilities to Patients

- Greets patients upon arrival in nursing unit
- Answers call light – intercom
- Relays messages - transfers calls to room
- Coordinates their receiving mail - flowers (volunteers)
Health Unit Coordinator
Responsibilities to Hospital Departments

• Schedules diagnostic procedures and treatments

• Requests services from maintenance and other service departments

• Coordinates discharge, admitting and transfer activities with admitting department

• Orders food and supplies for nursing unit as required
Health Unit Coordinator
Responsibilities to Doctors

• Transcribes the doctors’ written orders
• Places calls to and receives calls from the doctors’ offices
• Obtains information for the physician as to whether previously ordered procedures have been completed
Health Unit Coordinator
Classroom Information

• Textbook information
  • Health Unit Coordinating, Sixth Ed. & Skills Practice Manual to Accompany
    Health Unit Coordinating, Sixth Ed.
    by Myrna LaFleur Brooks

• Course Outline
  • Introduction to Health Unit Coordinating
  • Communication & Interpersonal Skills
  • Patient Charts & Transcription of orders
  • HUC Procedures
  • Anatomy, medical terms, diseases and medical abbreviations
Classes will include:

- Power point presentations
- Lectures
- Group discussions and activities
- Practice activities
- Homework assignments
- Daily reviews and quizzes
Health Unit Coordinator
Hospital Clinical Rotation

• Gives students an opportunity to have hands-on experience

• Students are required to attend hospital orientation prior to starting clinical

• Individual schedules will be coordinated with the hospital and the instructor

• Students are required to wear scrubs during the clinical rotation

• Basic Life Support (CPR) training must be completed before starting clinical rotation.
• [www.nahuc.org](http://www.nahuc.org)
• National headquarters: Rockford, IL
• 1-888-22-NAHUC
  815-633-4351
Long Term Care Activity Director Training
An Activity Director

- plans, implements and evaluates the program of activities in a long term care setting.

- Is responsible for establishing a program to meet the physical, social, cognitive, and emotional needs of the residents.

- Programs are developed based on interests, preferences, habits, and lifestyle routines of residents who live in the facility.
Long Term Care Activity Director

• Typical Duties:

  • Delivery of Activity Services
    Large group, small group one on one activities
  • Planning and Operations
    Calendar, policy and procedures, meetings, regulatory compliance, department management
  • Documentation and Records
    Assessments, care plans, attendance response, progress notes, reviews
  • Volunteer Management
    Recruitment, training, supervision
  • Community and Staff Support
    Networking, communication, and resource utilization
Where do Activity Directors work?

- Different practice setting such as:
  - Independent living/retirement or CCRC
  - Assisted Living
  - Nursing and Rehab
  - Memory Care
  - Day Services
Long Term Care Activity Director

- Job Titles may be varied
  - Life Enrichment Coordinator
  - Activity Program Director
  - Activity Specialist
  - Lifestyle Coordinator

- Typical work hours
  - Programs implemented 7 days a week and on holidays. Up to the individual activity professional and the company to determine how this is implemented.
Pre-Admission Requirements

Nurse Aide, Health Unit Coordinator & Activity Director Training
Pre-admission Requirements for Nurse Aide, Health Unit Coordinator, and Activity Director

Course enrollment requires Program Director or Coordinator/Advisor’s written approval.

- Completed application and successful completion of the following must be turned in prior to receiving permission to enroll in class:
  - Proof of current immunizations including tetanus
  - Hepatitis B (3 shot series may take 6 months
  - TB skin test
  - Criminal background check (conducted by GroupOne Services)
  - Drug screen (coordinated by the college)
  - Students must also be free of communicable diseases
Pre-admission Requirements for Nurse Aide, Health Unit Coordinator, and Activity Director

Immunizations

- Measles, Mumps & Rubella (MMR)
- Chicken Pox (Varicella)
- Tetanus-Diphtheria (Td) within last 10 years
- Hepatitis B (3 shot series may take up to 6 months to complete)
Pre-admission Requirements for Nurse Aide, Health Unit Coordinator, and Activity Director

TB Skin Test

• Administered by the Collin County Healthcare Services in McKinney

• $20 fee for TB Test

• Must have be completed no more than 6 months before the start of clinical rotation
Pre-admission Requirements for Nurse Aide, Health Unit Coordinator, and Activity Director

- Criminal background check
  - Done by GroupOne services
  - $45 per student
  - Instructions attached to application
  - Cannot be more than 6 months old during clinical rotation
Pre-admission Requirements for Nurse Aide, Health Unit Coordinator, and Activity Director

- Drug Screen
  - Administered by SurScan
  - $29 per student, paid in cash or money order only
  - Information in the admission packet
  - Results come directly to Collin College
Nurse Aide, Health Unit Coordinator, Long Term Care Activity Director Training

- Nurse Aide Tuition - $1699 (plus liability insurance fee)
  - Includes:
    - One set of scrubs
    - Gait belt
    - Stethoscope
    - All handouts and lab materials
    - State exam fee ($93)

- Health Unit Coordinator tuition (plus liability insurance fee)
  - Classroom training $1,199
  - Clinical Rotation $299
  - Required Textbook (approx $140)

- Long Term Care Activity Director (plus liability insurance fee)
  - Classroom training (online) $899
  - Practicum (concurrent with training) $299
Financial Aid is available for students who qualify

http://www.collin.edu/ce/financial_aid.html
Questions?

College Contact

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